Assassination Records Review Board Final Determination Notification

AGENCY : HSCA

RECORD NUMBER : 180-10068-10334

RECORD SERIES : STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Po

Postponed in Part

Number of releases of previously postponed information: 13

Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

Number of Postponements: 9

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

Released under the John F. Kennedy Assassination Records Collection Act of 1992 (44 USC 2107 Note). Case#:NW 88326 Date: 2025

Date: 08/20/93 Page: 1

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA

RECORD NUMBER: 180-10068-10334

RECORDS SERIES: STAFF PAYROLL RECORDS

AGENCY FILE NUMBER:

DOCUMENT INFORMATION

ORIGINATOR: HSCA

FROM:

TITLE:

DATE: 05/16/77

PAGES: 16

SUBJECTS:

HSCA, ADMINISTRATION

DINNEEN, EILEEN G.

DOCUMENT TYPE : PRINTED FORM

CLASSIFICATION: U

RESTRICTIONS: 3
CURRENT STATUS: P

DATE OF LAST REVIEW: 07/07/93

OPENING CRITERIA:

COMMENTS:

Box #:1.

LOUIS STOKES, OHIO, CHAIRMAN

RICHARDSON PREYER, N.C.
WALTER E. FAUNTROY, D.C.
YVONNE BRATHWAITE BURKE, CALIF.
CHRISTOPHER J. DODD, CONN.
HAROLD E. FORD, TENN.
FLOYD J. FITHIAN, IND.
ROBERT W. EDGAR. PA.

SAMUEL L. DEVINE, OHIO STEWART B. MC KINNEY, CONN. CHARLES THONE, NEBR. HAROLD S. SAWYER, MICH.

(202) 225-4624

Select Committee on Assassinations

U.S. House of Representatives 3369 House Office Building, ANNEX 2 WASHINGTON, D.C. 20515

December 21, 1978

Hohorable Frank Thompson, Jr. Chairman Committee on House Administration U.S.House of Representatives Washington, D. C.

Dear Mr. A man:

One of the Committee's employees, Eileen G. Dinneen, used her annual and sick leave in July, 1978 for maternity reasons.

Upon her return to work on August 1, 1978, she elected to work 25% of her time at 25% of her previous salary.

On September 1, 1978, the amount was raised in both instances to 50%. And then on December 1, 1978, she returned to full-time status to assist the Committee on the final report.

While the action on December 1, 1978 was duly approved, through some error the Committee's sudget officer was not informed. Consequently, no payroll authorization form was processed to increase her salary.

I am now enclosing a payroll authorization form to correct this error by increasing her calary to the proper amount of \$16,100.00.

I would appreciatelyour approxing this new authorization so that Mrs. Dinneen will receive the additional amount due her in the December, 1978 supplemental payroll.

Cordially,

LOUIS STOKES Chairman

LS:th

or Ballpoint Pen) Washington, D	PRESENTATIVES (Any erasures, corrections, or conthis form must be initialed authorizing official.)
To the Clerk of the House of Representatives:	7
I hereby authorize the following payroll action:	
Employee Name (First-Middle-Last)	Effective Date
Eileen G. Dinneen	12-1-78
Employee Social Security Number	Type of Action
462-88-1832	Appointment
Employing Office or Committee/Subcommittee	X Salary Adjustment Title Change
Assassinations	☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and close of business
(If type of action is an Appointment, Salary Adjustment, or Title Ch	ange, complete appropriate information below.)
Position Title	Gross Annual Salary*
	\$16,100.00
* If employee is a civil service annuitant (includes U.S. House of Representatives) the plus the salary received from the employing office. If Committee Employee, complete appropriate item below: 1 Standing Committee: Staff— Clerical or Profession. 2 Special (Investigative staff of Standing Committee) or 3 Joint Committee.	onal
If Committee Employee, complete appropriate item below. 1. Standing Committee: Staff— Clerical or Profession 2. Special (Investigative staff of Standing Committee) or	onal. Select Committee: Authority—H. Res. 956 of 95th Con
If Committee Employee, complete appropriate item belows 1 Standing Committee: Staff— Clerical or Professi 2. Special (Investigative staff of Standing Committee) or 3. Joint Committee.	onal. Salect Committee: Authority—H. Res. 956 of 95th Con
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If Committee Employee, complete appropriate item belows 1 Standing Committee: Staff— Clerical or Professi 2 Special (Investigative staff of Standing Committee) or 3. Joint Committee. (If Employee of an Officer of the House, complete item below.) Rosition Number	onal. Select Committee: Authority—H. Res. 956 of 95th Com Step of 5 U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) LOUIS STUKES
If Committee Employee, complete appropriate item below. 1 Standing Committee: Staff— Clerical or Professi 2 Special (Investigative staff of Standing Committee) or 3 Joint Committee. (If Employee of an Officer of the House, complete item below.) Rosition Number	Step Step Of 5. U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) LOUIS STUKES (Type or print name of Authorizing Official) Chairman (Title-If Member, District and State)
If Committee Employee, complete appropriate item belows 1 Standing Committee: Staff— Clerical or Professional Special (Investigative staff of Standing Committee) or 3. Joint Committee. (If Employee of an Officer of the House, complete item below.) Position Number	Step Step Of 5. U.S.C. 3110(b), prohibiting the employment (Signature of Authorizing Official) LOUIS STUKES (Type or print name of Authorizing Official) Chairman (Title-If Member, District and State)
If Committee Employee, complete appropriate item belows. 1. Standing Committee: Staff— Clerical or Professional Special (Investigative staff of Standing Committee) or 3. Joint Committee. (If Employee of an Officer of the House, complete item below.) Rosition Number	Step Step Of 5. U.S.C. 31-10(b), prohibiting the employment (Signature of Authorizing Official) LOUIS STOKES (Type or print name of Authorizing Official) Chairman (Title-If Member, District and State) Index the House Classification Act and for Committee committee on the Budget; and the Joint Committees;

Docld:32243300 Page AIGINAL - To Finance Office (For official personnel folder)

(Revised: August 1, 1977)

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES or Ballpoint Pen) Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

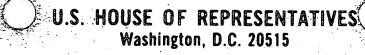
I hereby authorize the following payroll action:

	**
Employee Name (First-Middle-Last)	Effective Date
Eileen G. Dinneen	December 1, 1978
Employee Social Security Number	Type of Action
462-88-1832	☐ Appointment ☐ Salary Adjustment
Employing Office or Committee/Subcommittee	☐ Title Change
Assassinations	☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business
(If type of action is an Appointment, Salary Adjustment, or Title Chang	ge, complete appropriate information below.)
Position Title	Gross Annual Salary*
1 OSICION TICLE	\$16,100.00
	42042000
* If employee is a civil service annuitant (includes U.S. House of Representatives), the graphus the salary received from the employing office.	ss annual salary shown should include the annuity received by the employ
If Committee Employee, complete appropriate item below.)	
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profession	il. San Araba (1984) and a san a san and a san a san a san a san a san
2. 🖾 Special (Investigative staff of Standing Committee) or Sel	ect Committee: Authority—H. Res. 956 of 9566 Congress
3. Joint Committee.	
Position NumberIf applicable, Level I certify that this authorization is not in violation of	
relatives.	The state of the s
Date	The state of the s
Date, 19	(Signature of Authorizing Official)
	LOUIS STOKES
(If appropriate, signature of Subcommittee Chairman or Ranking Minority Member)	(Type or print name of Authorizing Official) Chairman
(Type or print name and title of above official)	(Title—If Member, District and State)
All appointments and salary adjustments for employees undeployees, except those of the Committee on Appropriations, the Combe approved by the Committee on House Administration.	, *
All appointments and salary adjustments for employees undeployees, except those of the Committee on Appropriations, the Com	· · · · · · · · · · · · · · · · · · ·
All appointments and salary adjustments for employees undeployees, except those of the Committee on Appropriations, the Combe approved by the Committee on House Administration.	nmittee on the Budget, and the Joint Committees, must
All appointments and salary adjustments for employees undeployees, except those of the Committee on Appropriations, the Compe approved by the Committee on House Administration.	nmittee on the Budget, and the Joint Committees, must
All appointments and salary adjustments for employees undeployees, except those of the Committee on Appropriations, the Combe approved by the Committee on House Administration. APPROVED:	nmittee on the Budget, and the Joint Committees, must
All appointments and salary adjustments for employees under ployees, except those of the Committee on Appropriations, the Compe approved by the Committee on House Administration. APPROVED: Office of Finance use only:	Chairman, Committee on House Administration

(Please Use Typewriter or Ballpoint Pen)

NW 88326

Docld:32243300 Page 6



(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Eileen G. Dinneen	Effective Date
	12/31/78
Employee Social Security Number	Type of Action
462-88-1832	☐ Appointment
Employing Office or Committee/Subcommittee	☐ Salary Adjustment☐ Title Change
Embleding at a diminitier and annumities	Termination (At close of business on effective date)
Assaselnations	☐ Leave without pay (Beginning with effective date above and ending
A PARAGERIA	close of businessSpecify Date
If type of action is an Appointment, Salary Adjustment, or Title Ch	ange, complete appropriate information below.)
Position Title	Gross Annual Salary*
If employee is a civil service annuitant (includes U.S. House of Representatives), the clus the salary received from the employing office.	gross annual salary shown should include the annuity received by the employ
f Committee Employee, complete appropriate item below.)	
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professi	
	Select Committee: Authority—H. Res. 956_of 95th Congress
3. Joint Committee.	
f Employee of an Officer of the House, complete item below.)	
Position NumberIf applicable, Level_	Step
I certify that this authorization is not in violation elatives.	of 5 U.S.C. 3110(b), prohibiting the employment o
January 2 79 Date, 19, 19	LOUIS STOKES
Date, 19	(Signature of Authorizing Official)
f appropriate, signature of Subcommittee Chairman or Ranking Minority Member)	CHAIRMAN
r appropriate, signature of Subcommittee Chairman or Kanking Minority Member)	(Type or print name of Authorizing Official)
(Type or print name and title of above official)	(Title – If Member, District and State)
All managements and the state of the state o	
loyees, except those of the Committee on Appropriations, the C	nder the House Classification Act and for Committee em-
e approved by the Committee on House Administration.	Towns of the Bodger, and the John Comminges, must
APPROVED.	
APPROVED:	Chairman, Committee on House Administration
	Chairman, Committee on House Administration
APPROVED: Office of Finance use only:	Chairman, Committee on House Administration ID

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES or Ballpoint Pen) Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

	Effective Date
Eileen G. Dinneen	9/1/78
Employee Social Security Number	Type of Action
462-88-1832	☐ Appointment
Employing Office or Committee/Subcommittee	:⊠≝Salary Adjustment □ Title Change
Assassinations	☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business
If type of action is an Appointment, Salary Adjustment, or Title Cha	
Position Title	Gross Annual Salary*
neke.	\$8,000.00
* If employee is a civil service annuitant (includes U.S. House of Representatives), the giplus the salary received from the employing office.	ross annual salary shown should-include the annuity received by the employe
If Committee Employee, complete appropriate item below.)	
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profession	nal.
2. 🗵 Special (Investigative staff of Standing Committee) or Se	elect Committee: Authority—H. Res 956 of 95th Congress
3. Joint Committee.	ores. Committee Administry 11. ResofCongress.
If Employee of an Officer of the House, complete item below.)	
Position NumberIf applicable, Level	
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l certify that this authorization is not in violation elatives.	
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I certify that this authorization is not in violation relatives. Date	of 5 U.S.C. 3110(b), prohibiting the employment of (Signature of Authorizing Official) LOUIS STOKES, CHAIRNEN (Type or print name of Authorizing Official)
l certify that this authorization is not in violation elatives. Date	of 5 U.S.C. 3110(b), prohibiting the employment of LOUIS STOKES, CHAIRMAN (Type or print name of Authorizing Official) (Title-If Member, District and State) der the House Classification Act and for Committee em-
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I certify that this authorization is not in violation elatives. Date	(Signature of Authorizing Official) LOUIS STOKES, CHAIRWAN (Type or print name of Authorizing Official) (Title-If Member, District and State) der the House Classification Act and for Committee emmittee on the Budget, and the Joint Committees, must
I certify that this authorization is not in violation elatives. Date	of 5 U.S.C. 3110(b), prohibiting the employment of (Signature of Authorizing Official) LOUIS STOKES, CHAIRTON (Type or print name of Authorizing Official) (Title-If Member, District and State) der the House Classification Act and for Committee emmittee on the Budget, and the Joint Committees, must

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES or Ballpoint Pen) Washington, D.C. 20515

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To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Eileen G. Dinneen			/1/78	
Employee Social S	ecurity Number		Type of Action	
		☐ Appointment	Type of Action	
462-88-1832		Appointment Salary Adjust	ment	
Employing Office or Con	nmittee/Subcommittee	☐ Title Change		
Assassinations		· ·	At close of business on effective date) t pay (Beginning with effective date above	
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			Specify Date	· · · · · · · · · · · · · · · · · · ·
(If type of action is an Appointment,		hange, complete a		***
Pos	ition Title		Gross Annual Salary*	
			\$4.000.00	
* If employee is a civil service annuitant (includ	des U.S. House of Representatives), the	e gross annual salary sh		the employ
plus the salary received from the employing o	ffice.			
If Committee Employee, complete	appropriate item below.)	tout of the tour the green of		
1. Standing Committee: St	taff— \square Clerical or \square Profess	ional.	Section 1. Section 1. Section 1.	
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3. Joint Committee.		•		
5. 🗆 John Committee.				
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(If Employee of an Officer of the Honor Position Number	If applicable, Level_ ization is not in violation , 19 ⁷⁸	Step n of 5 U.S.C. 3	110(b), prohibiting the employ	ment c
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(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIV Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Elleen G. Dinneen	6/1/78
Employee Social Security Number	Type of Action
462-88-1832	□ Appointment
Employing Office or Committee/Subcommittee	✓ Salary Adjustment✓ Title Change
zimpiosnig office of Gommitton/Gangominitton	☐ Termination (At close of business on effective date)
Assassinations	\square Leave without pay (Beginning with effective date above and ending
	close of business
If type of action is an Appointment, Salary Adjustment, or Title	Change, complete appropriate information below.)
Position Title	Gross Annual Salary*
	\$16,100
* If employee is a civil service annuitant (includes U.S. House of Representatives), olus the salary received from the employing office.	the gross annual salary shown should include the annuity received by the employ
If Committee Employee, complete appropriate item below.)	
1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Profe	
	or Select Committee: Authority—H. Res. 956_of 95_Congress
3. Joint Committee.	
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If Employee of an Officer of the House, complete item belo Position Number	
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Position Number	ion of 5 U.S.C. 3110(b), prohibiting the employment o LOUIS STOKES, CHAIRAN
Position Number	ion of 5 U.S.C. 3110(b), prohibiting the employment of Step
Position Number	StepStep ion of 5 U.S.C. 3110(b), prohibiting the employment of LOUIS STOKES, CHAIRMAN (Type or print name of Authorizing Official) (Title-If Member, District and State) s under the House Classification Act and for Committee em-
Position Number	StepStep ion of 5 U.S.C. 3110(b), prohibiting the employment of LOUIS STOKES, CHAIRMAN (Type or print name of Authorizing Official) (Title-If Member, District and State) s under the House Classification Act and for Committee em-
Position Number	Step
L certify that this authorization is not in violate relatives. Date	Step ion of 5 U.S.C. 3110(b), prohibiting the employment of the semployment of the
Position Number	ion of 5 U.S.C. 3110(b), prohibiting the employment of LOUIS STOKES, CHAIRPAN (Type or print name of Authorizing Official) (Title-If Member, District and State) s under the House Classification Act and for Committee eme Committee on the Budget, and the Joint Committees, must Chairman, Committee on House Administration. ID Benefits

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or Ballpoint Pen)

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES or Ballpoint Pen) Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

Alchereby authorize the following payroll action: A to be a first the same in the same in

462 88 1832 Employing Office or Committee	Type of Action Appointment Salary Adjustment Termination (At close of business on effective date) the following information.) Gross Annual Salary \$15,000
Employee Social Security Number 462 88 1832 Employing Office or Committee Assassinations If type of action is an Appointment or Salary Adjustment, complete to Position Title Researcher If Committee Employee, complete appropriate item below.)	Type of Action Appointment Salary Adjustment Termination (At close of business on effective date) the following information.) Gross Annual Salary \$15,000
Employing Office or Committee Assassinations fitype of action is an Appointment or Salary Adjustment, complete to Position Title Researcher f Committee Employee, complete appropriate item below.)	Appointment Salary Adjustment Termination (At close of business on effective date) the following information.) Gross Annual Salary \$15,000
Employing Office or Committee Assassinations f type of action is an Appointment or Salary Adjustment, complete to Position Title Researcher f Committee Employee, complete appropriate item below.)	Appointment Salary Adjustment Termination (At close of business on effective date) the following information.) Gross Annual Salary \$15,000
Employing Office or Committee Assassinations f type of action is an Appointment or Salary Adjustment, complete to Position Title Researcher f Committee Employee, complete appropriate item below.)	Salary Adjustment Termination (At close of business on effective date) the following information.) Gross Annual Salary \$15,000
Assassinations f type of action is an Appointment or Salary Adjustment, complete to Position Title Researcher Committee Employee, complete appropriate item below.)	Termination (At close of business on effective date) the following information.) Gross Annual Salary \$15,000
f type of action is an Appointment or Salary Adjustment, complete to Position Title Researcher Committee Employee, complete appropriate item below.)	the following information.) Gross Annual Salary \$15,000
Position Title Researcher Committee Employee, complete appropriate item below.)	Gross Annual Salary \$15,000
Position Title Researcher Committee Employee, complete appropriate item below.)	Gross Annual Salary \$15,000
Researcher Committee Employee, complete appropriate item below.)	\$15,000
Committee Employee, complete appropriate item below.)	
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1. Standing Committee: Staff Clerical or Professions	
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2. Special or Select Committee: Authority—H. Res. 465	. 95th
Special of Select Committees: Authority 11. Res <u>erver State</u>	<u> </u>
3. Doint Committee: Washington And The Committee	The transfer of the second of the second
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Position NumberIf applicable, Level	new Stein Commission of Commission Commission (Commission Commission Commissi
certify that this authorization is not in violation of	5 U.S.C. 3110(b), prohibiting the employment
elatives.	
september 15 1977	
	(Signature of Authorizing Official)
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Chairm	(Type or print name of Authorizing Official)
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Copy for Initiating Office or Committee

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(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES on this form must be initialed by the authorizing official.)

I hereby authorize the following payroll action: The following payroll action:

Eileen Copeland	8	/1/77		
Employee Social Security Number			Type of Actio	n
462-88-1832	ПАрр	pintment		
Employing Office or Committee	☑ Sala	y Adjustment	real and way to be the control of th	and the second s
Assassinations	☐ Term	ination (At close	of business o	on effective date)
type of action is an Appointment or Salary Adjustment, co	mplete the fo	llowing inform	mation.)	
Position Title			Gross Annua	al Salary
Secretary		13,500		
Committee Employee, complete appropriate item below.)	ng sher is			
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2. 🔀 Special or Select Committee: Authority-H. Res	465 of 9	54 Congress	5. Agisay Westin	
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		<u>ezer</u> congress		
3 Joint Committee.		<u>erer</u> congress		
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Employee of an Officer of the House, complete item below	(:)			
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Employee of an Officer of the House, complete item below Position Number	v:)Ste	P <u>* </u>		
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Employee of an Officer of the House, complete item below Position Number	v:)Ste	P .C. 3110(b),	prohibiting	the employme
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Employee of an Officer of the House, complete item below Position Number	LOUIS S CHAIRM	P(Signature of TOKES (Type or print name) (Title—If Membouse Classification)	prohibiting Authorizing Officia e of Authorizing Official eer, District and Sta	the employments) official) official)
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PAYROLL: AUTHORIZATION FORM - Carlotte Carlotte

(Please Use Typewriter U.S. HOUSE OF REPRESENTATIVES (Any grasures, corrections, or changes

or Bollpoint Pen) Washington; D.C. 20515 on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives: I was referred to the control of the second second to the second second to the second sec

I hereby authorize the following payroll action: the second process of the particular of the second process of

	Eileen Gail Cope		5/16/77	
Employing Office or Committee Assassinations Type of action is an Appointment or Salary Adjustment, complete the following information.) Position Title Gross Annual Salary Secretary \$11,000 Committee Employee, complete appropriate item below.) 1. Standing Committee: Staff— Clerical or Professional: 2. Special or Select Committee: Authority—H. Res. 465 of 95th Congress. 3: Joint Committee: Employee of an Officer of the House, complete item below.) Position Number If applicable, Level Step Step Item of Authorizing Official Louis Stokes (Signature of Authorizing Official) Louis Stokes (Type or print name of Authorizing Official)	Employe	e Social Security Number	s marijes proministi <mark>ī y</mark>	pe of Action
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Copy for Initiating Office or Committee

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MEMORANDUM

AUGUST 23, 1977

TO:

Tom Howarth

FRO M:

Donovan L. Gay

RE:

Eileen Copeland

Pleaes be advised that effective today's date, August 23, 1977, Eileen G. Copeland is transferred from the clerical position she currently holds with the Kennedy Task Force, to a research position with the Kennedy Research/Document Unit.

Her salary is to be at \$15,000 per annum.

Thank you.

September 1, 1977

LOUIS STOKES, OHIO, CHAIRMAN

RICHARDSON PREYER, N.C.
WALTER E. FAUNTROY, D.C.
YVONNE BRATHWAITE BURKE, CALIF.
CHRISTOPHER J. DODD, CONN.
HAROLD E. FORD, TENN.
FLOYD J. FITHIAN, IND.
ROBERT W. EDGAR, PA.

SAMUEL L. DEVINE, OHIO JOHN B. ANDERSON, ILL. STEWART B. MCKINNEY, CONN. CHARLES THONE, NEBR.

(202) 225-4624

Select Committee on Assassinations U.S. House of Representatives

> 3342 HOUSE OFFICE BUILDING, ANNEX 2 WASHINGTON, D.C. 20515

MEMORANDUM

TO:

TOM LAMBETH

FROM:

ROBERT K. TANENBAUM

DATE:

May 27, 1977

RE:

SECRETARY FOR JFK TASK FORCE

On May 26, 1977, Ken Klein, Cliff Fenton and I interviewed Ilene Copeland.

This memorandum is to formally request that she be assigned as a secretary to the Kennedy Task Force as of Tuesday, May 31, 1977.

811/

MEMORANDUM

TO: ALL STAFF

RE: Payroll Certification

The Regulations and Accounting Procedures for Allowances and Expenses of Committees, Members and Employees of the U.S. House of Representatives require that, among other things, the Committee's monthly payroll certification include the relationship, if any, of each employee to any current Member of Congress. This certification is signed monthly by our Chairman.

The following are the relationships to be included in the certification:

father
mother
son
daughter
brother
sister
uncle
aunt
first cousin

nephew
niece
husband
wife
father-in-law
mother-in-law
son-in-law
daughter-in-law

brother-in-law sister-in-law stepfather stepmother stepbrother stepsister half-brother half-sister

Please complete the appropriate portion below, sign and date this form, which will then become a part of your permanent personnel file. If this status changes, you must notify the Committee's Budget Office immediately of the change.

X 1	am not	related	to any	current	(95th Co	ongress)	Member	of Co	ngress.
I	am rel	ated to	a curre			경 교사관			
(Please	specify.)						

Signature of Employee

5 | 26 | 77 Date